

P. O. Box 183
Delray Beach, Fla.
January 9, 1969

Miss Florence Biller, Director
Palm Beach County Library System
407 Harvey Building
West Palm Beach, Fla. 33401

Dear Florence:

Enclosed is a list of our Board members giving all the essential information all on one page. It would help if there were one more space between the last name of one district and the first of the next district but I did not feel that it would make enough difference for me to retype it. Will you please have this duplicated and have sufficient copies for each of the Board members, each of the five County Commissioners, Mr. Dean, yourself and a few extras just in case. I have had a request from Mrs. McDonald for this information and told her she would have it the first of the week. One of the new Commissioners was asking for it.

Enclosed, also, is the report of expenditures from the City of Boca Raton. I do hope the others will come along soon now. I did not keep a record of the ones I turned over to you so I do not know just how we stand at the moment. If there are any still missing at the time of our board meeting next week, please let me know and we may have to hurry them along a bit.

I am going to try to have an outline giving a chronological account of the work of this Board together with the basic premise of our plan which can be given to each of the Board members at our meeting next week. Something of this sort should be a matter of record but I do not expect that what I produce between now and then will be the finished product. It will be the basis for an understanding of what we are doing for our new Board members and this is my main concern at the moment. If we have time to discuss it fine, if not, it might be just as well to let them study it and then talk about it at the next meeting. Time will take care of this.

About the minutes - actually the minutes of the previous meeting were not approved nor any of the resolutions adopted until after Mr. Strauss had left the meeting. So far as the adoption of the minutes is concerned it does not make that much difference really but I think it should be shown that the resolutions were discussed with Mr. Strauss present but that action was taken after he left.

Grants: Mr. ~~xxxxxxx~~ Strauss talked briefly about state and federal grants and explained his role as coordinator.

Resolutions: Miss Biller presented 10 resolutions which are to be presented to the Board of County Commissioners on Tuesday, December 24, 1968 for passage. The first five of these are necessary in connection with our application for a development grant. The others have to do with establishing procedures for the County Library System.

Summary of Resolutions:

..... (Note: This would conclude the summary)

Copies of the complete resolutions are attached to these minutes.

Agreement: Note: Florence, what is this agreement? I do not find anything in my brief notes of the meeting or my files and just do not recall it at all. I have no doubt but that this was done but feel that this statement should be enlarged upon so that it will be more meaningful. At least it should state what kind of an agreement it is or what it covered.

County Central Computer System: Note: Florence, do you know that I have done nothing about answering that letter. I hope you have told Mr. Dean what our decision was. If a letter from me is needed, I will be glad to take care of it. It just completely slipped my mind.

Information from cities re 15% payment: *Some cities have not completed their audits but have informed us we should have them soon after the first of the year. Mrs. Eckler turned over the budgets from all seven of the participating libraries for 1969-70 to Miss Biller. She also turned over the audits from the following cities: Belle Glade, - - - - - (please insert the names of the others)

I do hope you can figure out what I am doing. If you feel any further revision is necessary in the interest of clarity, please make them. Incidentally, with regard to Resolution 5 it does not show who made the motion to adopt. If you can get this from Reine, please do. If she does not have it, just insert the statement "motion made, seconded and carried." If necessary, the proper name can be inserted at the meeting.

* With regard to the last paragraph of the minutes which I have revised - information from the cities, etc. - now that I read it again I think the second sentence should be first. It would make for better sense. Also, it might be well to add something to the effect that you and Mr. Icard, County Comptroller, will go over these preparatory to making the first of the quarterly payments.

I have always tried in going over Reine's rough draft to leave as much of her work untouched as possible. My main concern has been that things are clearly stated and accurate.

Sincerely,

Mrs. W. E. Eckler
Chairman

Enc.

PALM BEACH COUNTY
LIBRARY ADVISORY BOARD

Minutes of Meeting on January 15, 1969

The regular meeting of the Palm Beach County Library Advisory Board was called to order by the chairman, Mrs. W. E. Eckler, at 8:00 P.M. on Wednesday, January 15, 1969, in the West Palm Beach Public Library Board Room.

The Chairman introduced Dr. Roger Bellows of Jupiter, newly appointed board member from District 1.

- PRESENT:** Members present were: Mrs. Eckler, Mrs. Taffel, Mrs. Douthit, Mrs. Orsenigo, Mrs. Leviton, Mr. Anderson, Dr. Bellows, Mrs. West, Mr. Speicher, Mrs. Peirce, and Mrs. Rush comprising a quorum of the board, total 11. Also our County Library Director, Miss Florence E. Biller, was present.
- ABSENT:** Members absent were: Mr. Gildan, Mrs. Guffey, Mr. Stevens and Mr. Hand.
- MINUTES:** The minutes of the December 18, 1968, meeting were distributed and read. Mrs. Eckler read a summary of the ten resolutions.
- Mrs. Orsenigo made a motion that the minutes be approved as received. Motion seconded and carried.
- LIBRARIAN'S REPORT:** Our County Librarian, Miss Florence Biller, gave a report on the following matters:
- Building:** A wooden building #862, owned by the County at the Palm Beach International Airport, is available for \$115.00 monthly rental. It is an L-shaped building with one long wing and has a cement floor. We will pay for not more than 3,000 square feet. It will have to be renovated and air-conditioned. Air-conditioning vents are there, and it will probably cost \$3,500 to \$4,000 for air-conditioning. We pay an estimate of approximately \$7,000 for renovation, and we can stay at least two years.
- Resolution #11:** Miss Biller submitted Resolution #11, which recommends Building #862 at Palm Beach International Airport for library purposes and requests our County Commissioners to proceed with the necessary steps to secure the building and have it renovated in accordance with the building requirements recommended by the County Library Director.
- Mrs. Leviton moved the adoption of Resolution #11. Seconded and carried.
- Resolution #12:** Concerning the approval and recommendation of the Library Advisory Board to the Board of County Commissioners that an additional office in the Harvey Building be rented on a month-by-month basis at such time as the County Library Director requests it in order to provide adequate temporary space pending a move to permanent headquarters.
- Mrs. Taffel moved the adoption of Resolution #12. Seconded and carried.

Bookmobile: Miss Biller presented information about bookmobiles, and explained that the cost of bookmobiles, all of which were custom-built, had gone up with inflation and that the unit she recommended as suitable for service in a heavily populated and growing county like Palm Beach County, may require approximately \$6,000 or \$7,000 above the \$25,000 budgeted.

Resolution #13: Initiation of bookmobile service - Board recommends purchase of a 29'6" (inside length) unit holding approximately 4,300 books, and transfer of funds as needed to augment the \$25,000 currently budgeted.

Mrs. Leviton moved the adoption of Resolution #13. Motion seconded and carried.

Resolution #14: Palm Beach County Library Advisory Board requests Board of County Commissioners to enter into any necessary agreements with the Florida State Library for the purpose of obtaining individual or group loan of library material.

Mrs. Orsenigo moved the adoption of this resolution. Seconded and carried.

COUNTY LIBRARY PLACE IN JUNE GOV'T: A resolution of the Board of County Commissioners regulating the administration of the free library service in Palm Beach County adopted December 31, 1968, was read.

MOTION: Mr. Speicher made a motion that a letter be written to the Board of County Commissioners thanking them for their cooperation in helping us get the library system established and defining the various roles. Also in this letter, thank them for getting the building, bookmobile, etc.

Motion was seconded and carried.

PAHOKEE: Miss Biller read a letter dated January 8, 1969, from Mr. Howard Holman, new appointee to Pahokee Library Board, asking about participation in the County Library System. Miss Biller will arrange a meeting with him.

EQUIPMENT: Miss Biller reported on the purchase of equipment.

JUPITER: Dr. Bellows met with the Board of Directors of Jupiter-Tequesta Chamber of Commerce. Mayors are interested. They want a library.

MOTION: Mrs. Leviton made a motion that Miss Biller work closely with those interested in a library in connection with the Tri-Community Library Association (Jupiter-Tequesta and Jupiter Inlet Colony), and that she be authorized to set up and operate a community library in this area in a building owned by the Association. Motion seconded and carried.

NEXT MEETING: The next meeting will be Wednesday, February 19, 1969, at 8:00 P.M., either in the West Palm Beach Library Board Room or at the County Library Headquarters offices at 406-407 Harvey Building.

ADJOURNMENT: As there was no further business, the meeting was adjourned at 10:00 P.M.

Respectfully submitted,

Reine F. Rush

(Mrs. Alan S. Rush)
Secretary

RR:dkb

File

AGENDA - JANUARY 15, 1969

CALL TO ORDER

ROLL CALL

MINUTES

LIBRARIAN'S REPORT

BUILDING

BOOKMOBILE

X COUNTY LIBRARY PLACE IN COUNTY GOVERNMENT

X CITY CONTRACTS - STATUS OF PAYMENTS

X 1969 TAXING DISTRICT -

CHANGE OF BY-LAWS - SECRETARY

MEETING WITH LIBRARIANS

X FEDERAL AID CONTRACT - FILM SERVICE

PERSONNEL

FINANCES - PURCHASE OF EQUIPMENT FINANCIAL REPORT

X INTER-LIBRARY LOAN - FLORIDA STATE LIBRARY

January 15, 1969

CHRONOLOGICAL ACCOUNT OF WORK OF PALM BEACH COUNTY LIBRARY ADVISORY BOARD

- June, 1965 - A public hearing was held in the West Palm Beach Public Library as the result of a request made by the League of Women Voters of West Palm Beach to the Board of County Commissioners that they establish county library service. As a result of the public hearing the Commissioners agreed to appoint a fifteen member Advisory Committee, three from each Commission district.
- November, 1965 - The Palm Beach County Library Advisory Committee was organized and officers elected. The County Commissioners charged the Committee with the responsibility of determining whether or not there was a need for improved library service in the county and if so, should the county do something about it. If there were need for the county to become involved, what form should it take and how would it be financed.
- February, 1967 - The Library Advisory Committee made a formal report to the Board of County Commissioners which set forth the need for expanded service and a method of operation and financing.
- April, 1967 - A special act was passed by the State Legislature giving the county permission to establish library service with a fifteen member board to be appointed by the Board of County Commissioners.
- Summer, 1967 - Meetings were held with city commissions and/or library boards all around the county to acquaint them with the proposal we had made to the County Commissioners. There were at least two of our members present at all of these meetings.
- Sept. 19, 1967 - We made our final report to the Board of County Commissioners which included the fact that seven of the cities with libraries and/or libraries which meet the minimum standards upon which we had agreed had indicated a willingness to join with the county effort. The Board of County Commissioners decided to take the necessary steps to establish a Special Library Taxing District. Legal notice was published in the Palm Beach Post on September 21 and 28, 1967 with regard to the public ~~meeting~~ hearing to be held in the Court House.
- Sept. 29, 1967 - The public hearing was held and the Special Taxing District was created composed of those areas of the county as recommended by the Advisory Committee.
- April, 1968 - Contracts were signed by the seven cities and/or libraries.
- September, 1968 - The first budget was adopted with a District millage of .221
- October 1, 1968 - The seven libraries began serving all the eligible county residents without a charge.
- December 1, 1968 - Our first Library Director, Miss Florence E. Biller,

INFORMATION REGARDING OUR PLAN:

Taxing District - The District is composed of all the properties in the unincorporated area of the county plus those municipalities which do NOT support a library with tax monies.

Cooperating Libraries - are Boca Raton, Delray Beach, West Palm Beach, Riviera Beach, Lake Park, North Palm Beach and Belle Glade.

Minimum Standards for joining county system:
The library must be open 30 hours per week, must be free and must spend .25 mill or \$1. per capita whichever is smaller on library service.

Autonomy - The autonomy of the cooperating libraries has been assured.

Contracts - In return for the libraries opening their doors to those county residents eligible to use them without charge, we pay them 15% of the amount they spent the preceding year on the operation of their library. This amount is not paid on any capital expenditures. It may be that this amount will have to be adjusted after we have a little experience with the plan.

Eligible users - All those who live in the seven cities whose libraries are cooperating, in the unincorporated area and in those cities which do not support a library.

Cities not in system - Two cities chose not to joint the system even though their libraries meet the minimum standards set. They are Lake Worth and Boynton Beach.

There are small libraries in several other communities which do not meet the standards and there are two which are subscription libraries and are therefore ineligible.

The residents of all of the above may use any of the member libraries by paying the customary non-resident fee charged by the libraries. They are, of course, not a part of the taxing district and do not pay the county library tax.

The County shall pay to the Association hereunder an amount equal to 15% of the actual money expended by the Association for library purposes during the Association's previous fiscal year. As used herein, the phrase "actual money expended by the Association for library purposes" shall not include any moneys paid to the Association by the County or any moneys received by the Association as a federal or state grant. The phrase shall include all funds spent for library purposes, except expenditures for capital improvements. The term "capital improvements" shall include such items as office machines and typewriters but shall not include such items as books, periodicals, phonograph records, and art works. Repairs to capital equipment or buildings shall not be regarded as an expenditure for capital improvements unless the item would be capitalized for accounting purposes under proper and standard accounting procedures. Where the maintenance of the library building and grounds, insurance, utilities, Social Security, and such items are combined with other Association expenses, a proper prorated amount of such expenses shall be allocated as money spent for library purposes. Any question as to whether an item should be regarded as within the meaning of the phrase "actual money expended by the Association for Library purposes" shall be decided by the County Comptroller, whose determination shall be binding upon both the County and the Association.

The amount to be paid by the County to the Association hereunder shall be paid in equal quarterly installments, the first installment to be paid on or about January 1, 1969, upon the basis of a financial report to be furnished by the Association, containing the customary Accountant's certificate, setting forth "the actual money expended by the Association for library purposes" during the Association's previous fiscal year as defined above.

Mr. George Bailey, Attorney for
Palm Beach County
Florence E. Biller, County Library
Director
Municipalities within the taxing district

January 28, 1969

Attached is a draft of a proposed letter to municipalities suggested in your letter to Mr. Gildan dated January 21, 1969. Following is a list of the municipalities in the taxing district:

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7

Atlantis	Hypoluxo	Palm Beach Gardens
Cloud Lake	Juno Beach	✓ Palm Beach Shores*
Glen Ridge	✓ Jupiter**	South Bay
Golfview	✓ Jupiter Inlet Colony**	South Palm Beach
✓ Gulfstream*	Lake Clarke Shores	University Park
Haverhill	Manalapan	Village of Golf
✓ Highland Beach*	Mangonia Park	✓ Village of Tequesta**

The three (3) communities that I have placed a double asterisk by are in the process of organizing for library service through the County Library System and did not have municipal tax-supported libraries January 1, 1969. Should they get the letter?

The three (3) communities with a single asterisk may or may not have libraries. I have what appears to be incomplete files for these libraries and cannot tell whether or not they have declared themselves out of the district. Do you think they should get the letter?

Please comment freely on this letter. I wrote it in an effort to get something started and will appreciate comments or suggested changes.

I have an appointment with Mrs. Eckler on Thursday, January 30, 1969, and would like to have your comments by telephone on Wednesday 14 at all possible.

FEB:dkb

cc: Mrs. W. E. Eckler ✓
Mr. Herbert Gildan

Florence E. Biller, County Library Director

PALM BEACH COUNTY MUNICIPALITIES AND THEIR RELATIONSHIP
TO THE PALM BEACH COUNTY LIBRARY SYSTEM -- Fiscal, 1969

Cooperating Municipal Libraries:

1. Belle Glade
2. Boca Raton
3. Delray Beach
4. Lake Park
5. North Palm Beach
6. Riviera Beach
7. West Palm Beach

Eligible Municipal Libraries Selecting Not To Participate:

1. Boynton Beach
2. Lake Worth

Ineligible Municipal Libraries:

1. Briny Breezes
2. Greenacres
3. Lantana
4. Ocean Ridge
5. Pahokee
6. Palm Beach
7. Palm Springs
8. Royal Palm Beach

Municipalities in the Taxing District for County Library Service:

- | | | |
|-----------------|--------------------------|-------------------------|
| 1. Atlantis | 8. Hypoluxo | 15. Palm Beach Gardens |
| 2. Cloud Lake | 9. Juno Beach | 16. Palm Beach Shores |
| 3. Glen Ridge | 10. Jupiter | 17. South Bay |
| 4. Golfview | 11. Jupiter Inlet Colony | 18. South Palm Beach |
| 5. Gulfstream | 12. Lake Clarke Shores | 19. University Park |
| 6. Haverhill | 13. Manalapan | 20. Village of Golf |
| 7. Highland Bch | 14. Mangonia Park | 21. Village of Tequesta |

DRAFT FOR DISCUSSION PURPOSES

TO: City Clerks or Mayors

The County Library taxing district, of which your municipality is a part, is now receiving its first year's collection of tax income. Effective October 1, 1968, the residents of the unincorporated area and the municipalities not supporting a local public library with tax funds, all of which are a part of the County Library taxing district, had free use of the following seven (7) cooperating municipal libraries:

Belle Glade Public Library
Boca Raton Public Library
Delray Beach Public Library
Lake Park Public Library
North Palm Beach Public Library
Riviera Beach Public Library
West Palm Beach Public Library

We are in the process of organizing the County Library headquarters and extending library service to the previously unserved areas. Having high priority in the program for the current fiscal year is the establishment of mobile library service; the initiation of community library service where feasible; and the development, with the help of outside library consultant specialists, of a long-range comprehensive plan for public library development throughout the county.

In our plans for the next fiscal year, we are proceeding on the basis that your municipality should be included in the taxing district during 1969. In the event it should be excluded this year, please advise me of the pertinent facts relative to this exclusion within the next ten days. Municipalities which were providing municipal tax support for local public library service on January 1, 1969, may be excluded from the taxing district if they wish to request such exclusion.

Page 2 of 2

I should be most happy to meet with your city council or any interested citizen group in your community to discuss the potential future of the Palm Beach County Library System as it will benefit the residents of your municipality.

Sincerely,

Florence E. Biller, etc.

D R A F T

To be sent to the mayors of communities having ineligible municipal libraries during the fiscal year, 1969.

On order to determine the municipalities which should be included within the County Library Taxing District, we are writing to ask if as of January 1, 1969, you were providing local municipal tax support for a public library. If you have discontinued your local library support, you would automatically become a part of the County Library System, and the residents of your community would be entitled to the free public library services of this system.

If you are no longer supporting a local library with municipal funds, I shall appreciate it if you will so advise me within ten (10) days.

Sincerely,

Florence E. Biller, Director
County Library System

FEB:dkb

George Bailey, County Attorney
Herbert Gildan
Florence E. Biller, Library Director

February 6, 1969

Library Taxing District

In discussing the library taxing district with Mrs. Eckler, she brought up the matter of the following eight municipalities that were operating tax-supported libraries, but were not eligible for participation in the County Library System during the current fiscal year:

Briny Breezes
Greenacres City
Lantana
Ocean Ridge
Pahokee
Palm Beach
Palm Springs
Royal Palm Beach

She is concerned about the boundaries for the next fiscal year, and we discussed the possibility of canvassing these eight communities.

Please let me know whether or not you think this would be desirable; and, if you think it would be, whether or not the attached letter is satisfactory. Please suggest any changes you think appropriate.

I have read this letter over the phone to Mrs. Eckler, and she concurs in it but would like your opinions.

cc: Mrs. W. E. Eckler ✓

Attachment

FEB:dkb

Florence E. Biller, County Library Director

PALM BEACH COUNTY LIBRARY ADVISORY BOARD
Minutes of Meeting on February 19, 1969

CALL TO ORDER: The regular meeting of the Palm Beach County Library Advisory Board was called to order by the chairman, Mrs. W. E. Eckler, at 8:00 P.M. on Wednesday, February 19, 1969, at the County Library System office, in Room #407, Harvey Building, West Palm Beach.

PRESENT: Members present were Mrs. Eckler, Mr. Gildan, Mrs. Taffel, Mrs. West, Mr. Speicher, Dr. Bellows, Mrs. Leviton, and Mrs. Rush comprising a quorum of the board - total 8. Also our County Library Director, Miss Florence E. Biller, was present.

ABSENT: Members absent were Mrs. Douthit, Mrs. Orsenigo, Mrs. Peirce, Mrs. Guffey, Mr. Hand, Mr. Stevens, and Mr. Anderson.

MINUTES: The minutes of the previous meeting were accepted as received.

RESIGNATION OF SECRETARY: The chairman read a letter of resignation as secretary from Mrs. Alan S. Rush. Mrs. Leviton made a motion that Mrs. Rush's resignation be accepted with regret. Seconded and carried.

Mrs. Rush was appointed secretary pro tem until a replacement can be found.

LIBRARIAN'S REPORT: Miss Biller gave a comprehensive report showing the status of the eight-point plan adopted for this fiscal year.

OLD BUSINESS:

By-Laws: The chairman will appoint a committee to work on our by-laws to bring them up-to-date.

NEW BUSINESS:

Action on Resolutions: Resolution 15 - concerning professional personnel was read. Mr. Gildan moved the adoption of this resolution. Seconded and carried.

Resolution 16 - about the Palm Beach County Library Taxing District was read. Mr. Speicher moved the adoption of the resolution.

PALM BEACH COUNTY LIBRARY ADVISORY BOARD

AGENDA - MARCH 19, 1969

Call to order

Roll call

Minutes

Librarian's report, Financial report, report on prior resolutions

Old Business:

1. Mobile Library
2. By-laws

New Business:

1. Budget Committee
2. Resolutions:

Librarian's salary
Fees
Transfer for union list of holdings
Transfer for equipment

3. Meeting with Commissioners
4. Presentation of proposals from Consultant Firms:

Arthur D. Little
Booz, Allen, & Hamilton
Fry Consultants
Griffenhagen - Kroeger

Adjournment

PALM BEACH COUNTY LIBRARY ADVISORY BOARD
Minutes of Meeting -- March 19th, 1969

The monthly meeting of the Palm Beach County Library Advisory Board was called to order by the chairman, Mrs. W. E. Eckler, at 7:30 P.M. on Wednesday, March 19th, 1969, at the temporary office of the County Library System, Room #407, Harvey Building, West Palm Beach, Florida

PRESENT: A quorum was duly declared with the following members in attendance:

Mrs. W. E. Eckler
Mr. Herbert Gildan
Mrs. Mary B. Orsenigo
Mr. Homer Hand
Mrs. Jennifer G. West
Mrs. Alan Rush
Mrs. T. B. Peirce
Mrs. L. R. Leviton

ABSENT: Those absent included the following:

Mr. Paul Speicher
Mrs. Charles Taffel
Dr. Roger Bellows
Mrs. Jerry Guffey
Mr. Robert Stevens
Mrs. R. S. Douthit

MINUTES: The minutes of the February Meeting were accepted as received.

OLD BUSINESS: Miss Florence Biller, Director of the Palm Beach County Library System, passed out a written report of the progress and activities of the System in the past month.

She also reported on Resolutions #15, #16, #17, #18, and #19, which were passed by the board at the February meeting.

Because of only one bid having been received on the Mobile Library, specifications have been reissued and it was announced that new bids will be opened on April 8th at 11:00 A.M.

By-Laws were handed out and will be voted on at the April regular meeting.

NEW BUSINESS: Mrs. Eckler, Chairman, appointed the following to serve on the special budget committee to work on the budget for the coming year:

Mr. Paul Speicher
Mr. Homer Hand
Mr. Russell Anderson
Mrs. Lawrence Leviton
Dr. Roger Bellows

PALM BEACH COUNTY LIBRARY ADVISORY BOARD
Minutes of Meeting -- March 19th, 1969

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Resolutions #20, #21, and #22 as follows were discussed:

- #20 - Requests the grade level for a Librarian I
be raised from 26-A to 28-A.
- #21 - Requests transfers of funds from Reproductive
Service Contracts to various other budget
accounts in order to produce the union list of
holdings with library personnel instead of by
contract.
- #22 - Requests transfer of funds from Book Station
No. II to Office Equipment.

Mr. Gildan moved the acceptance of each one individually, and motion
was seconded and passed.

The next meeting of this Advisory Board was set for April 16th at the
new headquarters building. Mrs. Eckler suggested that the County
Commissioners and Mr. Dean, County Administrator, be invited for an
informal supper at that time. The consensus was unanimous.

Pursuant to our plan to recommend a management consultant firm to
provide guidance for direction of the County Library System, representa-
tives from the following firms were interviewed individually and ques-
tioned as to their policies and services:

Arthur D. Little-----Mr. Curley, Representative
Booz, Allen, & Hamilton-----Mr. Metz, Representative
Fry Consultants-----Messrs. Mitchell & Henderson, Rep.
Griffenhagen-Kroeger-----Mr. Goldman, Representative

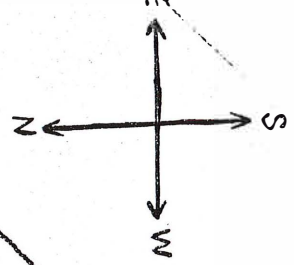
After discussion, Mr. Gildan moved the adoption of Resolution No. 23 which
recommends the selection of the Arthur D. Little Company.

ADJOURNMENT: The meeting adjourned at 11:15 P.M.

Submitted by,

Elsie G. Leviton
Secretary

EGL/dkb



38th AVE.

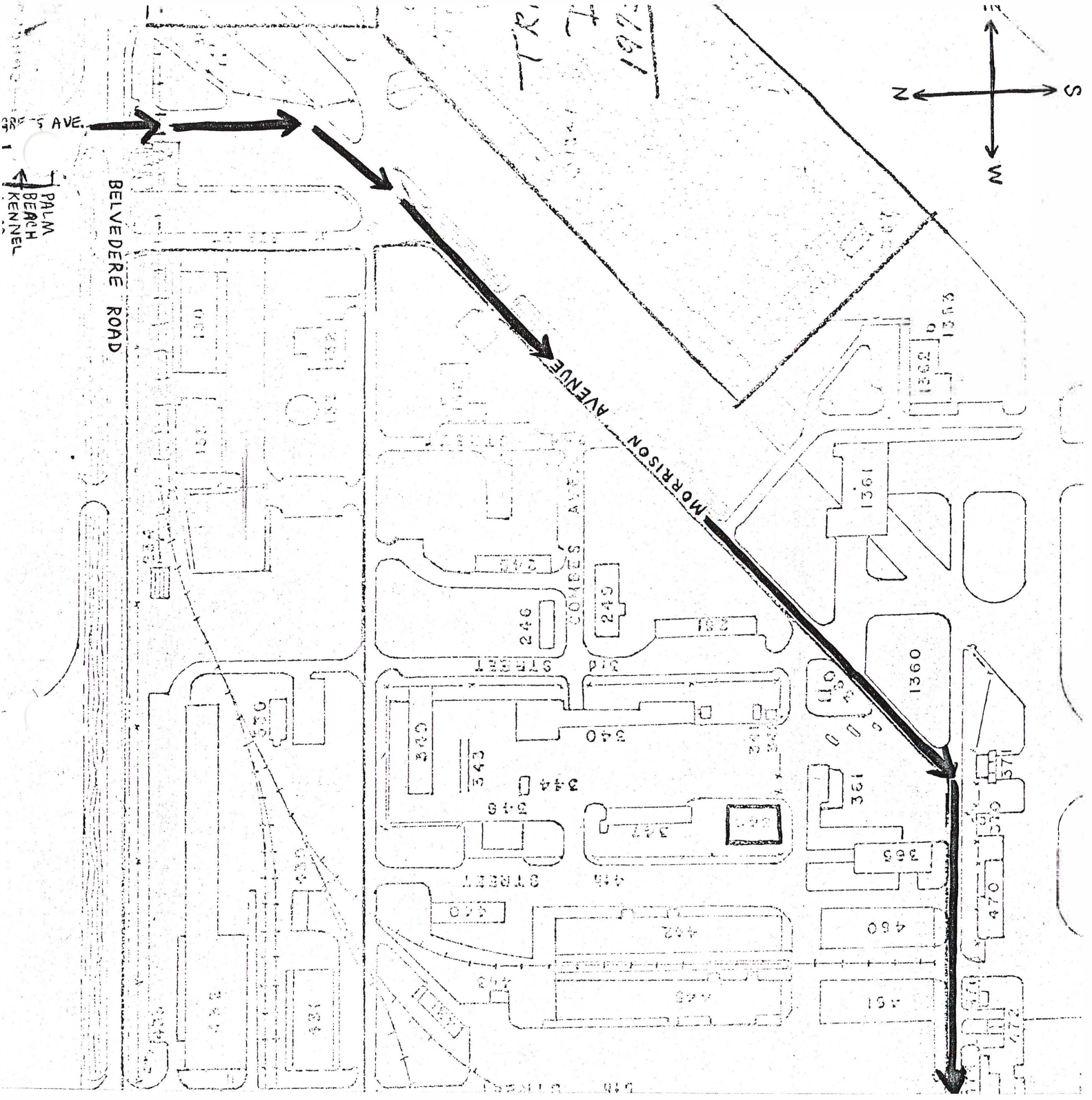
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MORRISON AVENUE

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Inter-Office Communication

PALM BEACH COUNTY

TO MR. JACK DEAN, County Administrator DATE April 9, 1969
FROM Florence E. Biller, Library Director FILE
RE Bookmobile

I have wondered whether the members of the Board of County Commissioners are aware that the application for the \$55,000 Federal Grant received for the development of the County Library System this year through the Florida State Library was based primarily on the purchase of a mobile library. While the funds are co-mingled with County funds for convenience in record keeping, the Federal funds more than cover the cost of the vehicle and the grant would not have been approved by the State Library had the library's plan for mobile library service to extend service into the previously unserved area of the County not been agreed to by the Board of County Commissioners. This was a part of the eight-point plan and the budget for the implementation of the plan, which were approved by the Commissioners in December.

The \$25,000 estimated cost of the vehicle which was approved in the budget by the Board of County Commissioners was based on figures which I obtained on comparable units priced a year and a half ago. Inflation has hit custom-built mobile libraries just as it has building construction. The members of the Library Advisory Board were fully aware that the cost of the unit would be between \$30,000 and \$35,000. The unit in the bid submitted by Gerstenslager is smaller than some units in operation in Florida but larger than others used in the small rural counties such as Indian River and some of the small northern counties. The Library Advisory Board recommended it as suitable for Palm Beach County.

From a discussion I had with Commissioner Culpepper a couple of weeks ago, it appears that there may be some misunderstanding about how such a vehicle is used. It is a mobile library and is no different from a small stationary library except that it is on wheels. The same staff and patron requirements such as heat, light, and air-conditioning are needed. The unit will probably have its heaviest use from 4:00 to 8:30 P.M. weekdays, and on Saturdays. Even in daylight on a dark day, lights are essential as they are in most libraries and offices.

The cost of serving a dozen or more communities in rented quarters, which would be the alternative to mobile library service, would be prohibitive. The life of a good mobile library is ten to fifteen years, and its cost pro-rated over that length of time is not great. It is an especially flexible type of service for a growing urban area and much more economical from an operating point of view than operating many small stationary library units.

SIGNED _____

Inter-Office Communication

FALM BEACH COUNTY

TO Mr. Jack Dean, County Administrator DATE April 9, 1969
FROM Florence E. Biller, Library Director FILE
RE PAGE -2- Bookmobile

I shall be happy to discuss this service with any of the Commissioners at their convenience or with you.

FEB:dkb

cc: Mr. Henry Hohman, Special Assistant

SIGNED _____

FLORENCE E. BILLER, COUNTY LIBRARY DIRECTOR

PALM BEACH COUNTY LIBRARY ADVISORY BOARD

AGENDA - APRIL 16, 1969

Call to order

Roll call

Minutes

Librarian's report and Financial report

Old Business:

1. Mobile Library
2. By-laws
3. Budget
4. Rules and regulations-fees

New Business:

1. Arthur D. Little Company--structure and internal management
2. State legislation regarding libraries

Adjournment

Palm Beach County Library System

BUILDING S-862 PALM BEACH INTERNATIONAL AIRPORT
WEST PALM BEACH, FLORIDA 33406

FLORENCE E. BILLER
DIRECTOR

PHONE 686-0895

PALM BEACH COUNTY LIBRARY ADVISORY BOARD Minutes of Meeting on April 16, 1969

Preceding the regular meeting of the Advisory Board, a buffet supper was held for the County Commissioners and Mr. Dean, County Administrator. Those attending were Mr. Gaynor, Mr. Warren, Mr. Johnson, and Mr. Culpepper. All were given a tour of the newly occupied building of the Library System of Palm Beach County at Building S-862 at the Palm Beach International Airport.

The regular monthly meeting of the Palm Beach County Library Advisory Board was called to order by the chairman, Mrs. W. E. Eckler, at 8:00 P.M. on Wednesday, April 16, 1969, at the newly occupied headquarters of the County Library System, Building S-862 at the Palm Beach International Airport, West Palm Beach, Florida.

PRESENT: Those in attendance included Mr. Russell Anderson, Dr. Roger Bellows, Mrs. R. S. Douthit, Mrs. W. E. Eckler, Mr. Homer Hand, Mrs. Lawrence Leviton, Mrs. J. R. Orsenigo, Mrs. Robert Peirce, Mrs. Alan Rush, and Mr. Paul Speicher.

ABSENT: Those who did not attend were Mrs. Jerry Guffey, Mr. Robert Stevens, Mrs. Charles Taffel, Mr. Herbert Gildan, and Mrs. Robert West.

MINUTES: The minutes of the March meeting were approved as received.

OLD

BUSINESS: 1. Mobile Library - the County Commission received two bids on this equipment. A vote of three in favor, one opposed, awarded the contract to Gerstenslager. Miss Biller and Mrs. Eckler were in attendance at the commission meeting.

2. By-Laws - were handed out.

Motion: A motion was made by Mrs. Alan Rush and seconded by Mr. Hand that they be accepted. Motion passed.

3. Budget - Miss Biller announced that she had been advised that the budget was due on May 20th. April 28th was selected as the date for the meeting of the Budget Committee which consists of the following members: Mr. Paul Speicher, Chairman, Mr. Homer Hand, Mr. Russell Anderson, Mrs. L. R. Leviton, and Dr. Roger Bellows.

4. Rules and Fees - A discussion was held concerning fees for non-resident library patrons, which is defined as those not owning property or living permanently in the area comprising the County Library System.

5. County Library Materials - A discussion was held concerning the use of County materials; i.e., films, books, etc.

PALM BEACH COUNTY LIBRARY ADVISORY BOARD
Minutes of Meeting on April 16th, 1969

PAGE -2-

Motion: A motion was made by Mr. Paul Speicher that a fee of \$10 be charged by the County Library System and that Resolution No. 24 covering the rules and regulations be adopted. The motion was seconded and passed.

NEW

- BUSINESS:
1. The resolution of the Library Advisory Board to engage Arthur D. Little as an advisory consultant (No. 23) was accepted by the County Commission and the agreement signed and sent to the company. Miss Biller commented that they had already started working within the system.
 2. State Legislature - It was pointed out that proposed legislative changes in the State Library Law would endanger the status of the Palm Beach County Library Taxing District and lead to double taxation.

Motion: Mr. Homer Hand moved that we advise our County Legislative Delegation of the conflict and ask that the proposed changes be modified or the bills defeated, and that Mr. Gildan and Mr. Bailey be asked to explore the possibility of a special act to protect the taxing area if necessary. The motion was seconded and passed.

Motion: Mr. Speicher moved that the agreements with the member libraries be extended for another year, but that payments be made once yearly rather than quarterly provided that funds are available and an acceptable audit report is received.

3. A report was made by Mrs. Eckler, Mrs. Leviton, and Miss Biller of a trip to Dade County to see one of their Mobile Libraries in operation. They expressed satisfaction with its efficiency.

ADJOURN-
MENT:

There being no further business, the meeting was adjourned at 9:45 P.M.

Elsie Leviton
Secretary

Inter-Office Communication

PALM BEACH COUNTY

TO Mr. E. D. Gaynor, Chairman, Board
of County Commissioners DATE April 22, 1969
FROM Mr. Jack Dean, County Administrator
Florence E. Biller, Library Director FILE
RE Resolution No. 24

Attached is a copy of Resolution No. 24 passed by the Palm Beach County Library Advisory Board on April 16, 1969, recommending the rules and regulations under which the County Library will operate. Mr. Icard has the original copy for presentation to the Board of County Commissioners. While these rules and regulations seem self-explanatory, there may be some confusion in their interpretation and implementation, and I thought further explanation might be helpful to you.

A non-resident is defined as anyone living outside the geographic area included in the Palm Beach County Library System, unless he is a property-owner in the area. The attached blue folder shows the area of the system; i.e., the unincorporated area of the county and the municipalities listed in the folder. A person who lives outside the area but owns property in it is considered a resident for library purposes.

The six-month or less provision for non-residents covers people who come into the area for the winter, but don't own property and have permanent residence addresses elsewhere.

In explaining the non-resident fee system, confusion arises from the fact that the seven (7) cooperating libraries, in the interest of local autonomy which is a basic premise to the whole system plan, set their own fees. Thus, a non-resident who wishes to use two or three different libraries may pay two or three different non-resident fees. Library cards are not honored for borrowing purposes from one library to another, but a resident of the system area may obtain a card without charge at any library in the system.

Since we will loan films (which are available for twenty-four hours only) directly from the headquarters, if that is the most convenient outlet for a patron, we need these operating rules and regulations at this time. We will not be loaning books directly from the headquarters, but we will need these rules and regulations for the mobile library and any community library we operate, also.

These rules and regulations were drawn up after discussion with Mr. Icard, and in the interest of establishing a workable system of giving receipts and handling the funds.

If you have any questions or I can give further explanation, please let me know.

FEB:dkb

Attachments

cc: Paul Icard, Comptroller
Mrs. W. E. Eckler, Chairman, Library Advisory Board
Henry Holman, Special Assistant

SIGNED


Florence E. Biller, County Library Director

PALM BEACH COUNTY LIBRARY ADVISORY BOARD

A G E N D A

Call to Order

Roll Call

Minutes

Librarian's Report & Financial Report

Old Business:

1. Report from Arthur D. Little Company

2. Budget

Res. # 25

3. Building S-862

4. Report on State Legislation

5. Tri-Community Library

denied Res. # 26

New Business:

1. Transfers

Res. # 27

2. Inter-library loan code

3. Insurance

Palm Beach County Library System

BUILDING S-862 PALM BEACH INTERNATIONAL AIRPORT
WEST PALM BEACH, FLORIDA 33406

FLORENCE E. BILLER
DIRECTOR

PHONE 686-0895

PALM BEACH COUNTY LIBRARY ADVISORY BOARD Minutes of Meeting on May 21, 1969

The regular monthly meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman, Mrs. W. E. Eckler, at 8:00 P.M. on Wednesday, May 21st, 1969, at the new Lake Park Public Library.

PRESENT: A quorum was duly declared with the following members in attendance: Dr. Roger Bellows, Mrs. W. E. Eckler, Mr. Herbert Gildan, Mr. Homer Hand, Mrs. J. R. Orsenigo, Mrs. Robert Peirce, and Mrs. Alan Rush.

In addition to the Library Board Members, Miss Florence Biller, Library Director, and Miss Mary Heneghan and Mr. Walter Curley of the Arthur D. Little Company also were present.

ABSENT: Those who did not attend the meeting were: Mr. Russell Anderson, Mrs. R. S. Douthit, Mrs. Jerry Guffey, Mrs. Lawrence R. Leviton, Mr. Paul Speicher, Mr. Robert Stevens, Mrs. Charles Taffel, and Mrs. Robert West.

MINUTES:
Motion: Mrs. Peirce made a motion that the minutes be accepted as corrected, The motion was seconded and carried.

LIBRARIAN'S
REPORT: Miss Biller distributed a report showing the status of the program for the year and also a financial report.

OLD BUSINESS:

Arthur D. Little Study Report: Mr. Curley gave a preliminary report on the Library Study and made program suggestions for the tentative budget of the Palm Beach County Library System 1969-1970 with cost estimates. These were included in the preliminary budget.

Motion: Mr. Gildan made a motion that Resolution No. 25 recommending the preliminary budget with the needed changes to reflect the Little Study suggestions be adopted. Mrs. Orsenigo seconded the motion and the motion carried.

Building S-862: Miss Biller reported that the building at the airport would be available for library use until March, 1972.

Legislation: Mrs. Eckler reported on the status of legislation affecting libraries.

Tri-Community Library: Dr. Bellows and Miss Biller reported that the Tri-Community Library Association was planning to rent space for a community library to be operated by the County Library System. In this connection, Miss Biller recommended that the position of Library Clerk at grade 13 be

PALM BEACH COUNTY LIBRARY ADVISORY BOARD
Minutes of Meeting on May 21st, 1969

PAGE 2:

reclassified to Library Assistant at grade 19 in order to fill the position with a qualified person.

Motion: Mrs. Rush moved the adoption of Resolution No. 26 to this effect. It was seconded by Mr. Homer Hand and passed.

NEW
BUSINESS:

Motion: Mr. Gildan moved the adoption of Resolution No. 27 recommending transfers in the budget for the current year. Mrs. Peirce seconded the motion and the motion carried.

Interlibrary Loan: Miss Biller distributed a suggested Interlibrary Loan Code which was discussed and some suggestions for changes were recommended.

Library Insurance: The status of the library insurance program was presented briefly by Miss Biller.

Motion: The problem of legislation that would result in double taxation was discussed and Mr. Gildan made a motion that Mrs. Eckler write to William G. James, Representative for Palm Beach County, reporting that the Board, at a regular meeting, had gone on record as being opposed to double taxation. It was seconded and carried.

ADJOURNMENT: There being no further business, the meeting was adjourned at 10:45 P.M.

Elsie Leviton
Secretary

MEMORANDUM

To: Florence Biller
John Frank
Mary Heneghan

Case: 71373

Date: May 30, 1969

Page: 1

Subject:

The following are proposed revisions to the tentative budget of the Palm Beach County Library System.

o 1 Mohawk Magnetic Tape Input Device, ½ year	\$ 900
o Supplies for the Input Device	400
o Computer Time	1,000
o Purchasing periodicals on microfilm	3,000
o Programming assistance	1,400
o Public relations	1,000
o Microfilm reader-printer	750
o Add one person to the bookmobile staff	6,000
o Workshops (consolidate-add)	<u>700</u>
Total added costs	\$ 15,150

In the area of mechanization we would suggest:

- o Installing a circulation control transaction card system
- o Placing the union list of serials on the computer
- o A book ordering system
- o Placing the holdings of the headquarters in machine-readable form on magnetic tape

We recommend that telephone and delivery service be steadily improved during the coming year. A WATS line should be used by the system in conjunction with its member libraries in the toll call area. Workshops should, we believe, be instituted as well as a low-key but persistent

From.....Walter W. Curley.....

Bldg./Room.....Ext.....

To: Florence Biller
John Frank
Mary Heneghan

Case: 71373

Date: May 30, 1969

Page: 2

Subject:

public relations program. We recommend that during the next fiscal year the library system develop bibliographic tools that can be instituted with minimal backlog problems due to the fact that the system is in the beginning stages.

As a result of the workshops, we believe there will be a continuing demand for consultant help by the member libraries. The Director should spend approximately twenty-five percent of her time in this type of activity with assistance from other professional staff when available.

From: Walter W. Curley

Bldg./Room: 20/A211 Ext. 2681

PALM BEACH COUNTY LIBRARY ADVISORY BOARD

A G E N D A

Call to Order

Roll Call

Minutes

Librarian's Report & Financial Report

Old Business:

1. Report from Arthur D. Little Company
2. Salary schedule of 1969-1970 budget Resolution No. 28
3. Report on State Legislation
4. Mobile Library
5. Tri-Community Library, Resolution No. 29 for transfers

New Business:

1. Resolution No. 30 on rental collections
2. Resolution No. 31 on reclassification for Mobile Library

Driver

Palm Beach County Library System

BUILDING S-862 PALM BEACH INTERNATIONAL AIRPORT
WEST PALM BEACH, FLORIDA 33406

FLORENCE E. BILLER
DIRECTOR

PALM BEACH COUNTY LIBRARY ADVISORY BOARD Minutes of Meeting on June 18, 1969

PHONE 686-0895

The regular monthly meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman, Mrs. W. E. Eckler, at 8:00 P.M. on Wednesday, June 18, 1969, at the Library Headquarters in Building S-862, Palm Beach International Airport, West Palm Beach, Florida.

PRESENT: A quorum was duly declared with the following members in attendance: Mr. Russel O. Anderson, Mrs. W. E. Eckler, Mr. Herbert L. Gildan, Mr. Homer Hand, Mrs. Lawrence R. Leviton, Mrs. Joseph R. Orsenigo, Mrs. Alan S. Rush, Mr. Paul Speicher, and Mrs. Charles Taffel.

In addition to the Library Board Members, Miss Florence Biller, Library Director, and Mrs. Helen White, of the Library staff who will serve as the Clerk to the Board, were also present.

ABSENT: Those who did not attend the meeting were: Dr. Roger Bellows, Mrs. R. S. Douthit, Mrs. Jerry Guffey, Mrs. Robert T. B. Peirce, Mr. Robert Stevens, and Mrs. Robert West.

MINUTES:

Motion: Mrs. Alan S. Rush made a motion that the minutes be accepted as received. The motion was seconded and carried.

LIBRARIAN'S

REPORT: Miss Biller distributed a report showing the status of the program for the year and a financial report.

OLD BUSINESS:

Arthur D. Little Study Report: Miss Biller reported on the results of the Arthur D. Little Study to date.

Salary Schedule:

Motion: Mr. Gildan made a motion that Resolution No. 28, recommending that the salaries for library personnel as submitted by the Library Director for 1969-1970 budget purposes on June 10, 1969, be approved. Mr. Homer Hand seconded the motion and the motion carried.

Report on State Legislation: Mrs. Eckler, Mrs. Leviton, and Miss Biller reported on the status of State Legislation affecting public libraries.

Mobile Library: Miss Biller reported that the Mobile Library would not be delivered until September.

-Resident fees: A discussion and clarification was held regarding the County Library's non-resident fee.

Tri-Commu-
nity Library:

Motion: Mr. Paul Speicher made a motion that Resolution No. 29, recommending transfer of funds to buy furniture and equipment, be adopted. Mr. Herbert Gildan seconded the motion and the motion carried.

NEW BUSINESS:

Rental
Collections:

Motion: Mrs. Leviton made a motion that Resolution No. 30, recommending that the County Library Director be authorized to arrange rental agreements within the framework of the County fiscal procedure, be adopted. Mrs. Taffel seconded the motion and the motion carried.

Mobile Library
Driver:

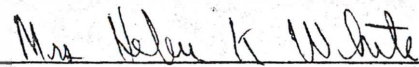
Miss Biller reported that it has been impossible to recruit a qualified Library-Clerk-Driver at the present Grade and Step of 16-A; and that Saturday and evening hours, as will be required by the Mobile Library schedule, creates a recruiting problem.

Motion: Mrs. Rush made a motion that Resolution No. 31, recommending that the position of Library-Clerk-Driver at Grade 16 be reclassified to Library Assistant-Driver at Grade 19, be approved. Mr. Russell Anderson seconded the motion and the motion carried.

Library
Agreements:

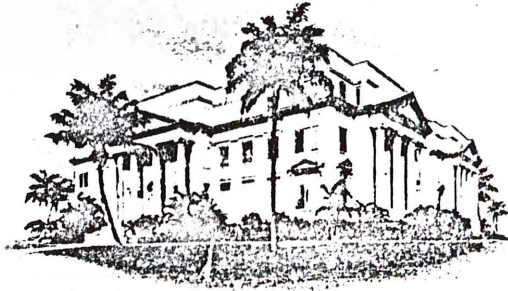
Mr. Paul Speicher reported that the agreement between the County and the Delray Beach Library Association was not desirable because of local circumstances, and it would need modification.

ADJOURNMENT: There being no further business, the meeting was adjourned at 10:00 P.M.


Mrs. Helen K. White, Clerk to the Board

HKW/dkb

DAVID L. REID
COUNTY ASSESSOR



ROOM 201, COURT HOUSE
332-1671

PALM BEACH COUNTY

West Palm Beach, Florida

July 3, 1969

Mr. Joseph Steelman
Assistant Budget Director
Palm Beach County
West Palm Beach, Florida

Dear Joe:

The following are the assessments for the Library Taxing District:

REAL ESTATE:

Municipalities	\$191,659,240
Range	<u>572,419,260</u>
	\$764,078,500
Railroad and telegraph	<u>3,734,406</u>
TOTAL REAL ESTATE	\$767,812,906

PERSONAL PROPERTY:

Municipalities	\$ 24,053,600
Range	<u>104,841,100</u>
	\$128,894,700
Utility Companies	<u>31,685,830</u>
TOTAL PERSONAL PROPERTY	\$160,580,530
TOTAL REAL ESTATE & PERSONAL PROPERTY	\$928,393,436

Yours very truly,

DAVID L. REID
County Assessor

By James D. McDaniel
James D. McDaniel, Chief Deputy

JDM:mb

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PALM BEACH COUNTY LIBRARY ADVISORY BOARD

Meeting of July 16, 1969

Agenda

Call to Order

Roll Call

Minutes

Librarian's Report and Financial Report

Old Business:

1. Library Salaries - Resolution No. 32
2. 1969-1970 Budget - Resolution No. 33
3. Tri-Community Public Library Opening

New Business:

1. Library Insurance - Resolution No. 34

Palm Beach County Library System

BUILDING S-862 PALM BEACH INTERNATIONAL AIRPORT
WEST PALM BEACH, FLORIDA 33406

FLORENCE E. BILLER
DIRECTOR

PALM BEACH COUNTY LIBRARY ADVISORY BOARD Minutes of Meeting on July 16, 1969

PHONE 686-0895

- CALL TO ORDER: The regular meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman, Mrs. W. E. Eckler, at 8:00 P.M. on Wednesday, July 16, 1969, at the Library Headquarters in Building S-862, Palm Beach International Airport, West Palm Beach, Florida.
- PRESENT: A quorum was duly declared with the following members in attendance: Mrs. W. E. Eckler, Herbert L. Gildan, Homer Hand, Mrs. Lawrence R. Leviton, Mrs. Joseph R. Orsenigo, Mrs. Robert T. B. Peirce, Mrs. Alan S. Rush, Paul Speicher, Robert Stevens and Mrs. Charles Taffel. In addition to the Library Board Members, Miss Florence Biller, Library Director, and Mrs. Helen White, Clerk to the Board, were also present.
- ABSENT: Those who did not attend the meeting were: Russell O. Anderson, Dr. Roger Bellows, Mrs. R. S. Douthit, Mrs. Jerry Guffey.
- RESIGNATION: Mrs. Robert West's resignation was announced by the Chairman.
- MINUTES: Mr. Robert Stevens made a motion that the minutes be accepted as received. The motion was seconded and carried.
- Motion:
- LIBRARIAN'S REPORT: The Library Director's monthly report and the financial report were discussed.
- OLD BUSINESS:
- Library Salaries: Mrs. Taffel made a motion that Resolution No. 32, stating that the Library Advisory Board concurs with the Board of County Commissioners in granting the 5% salary increase for County Library Employees be adopted. Mr. Paul Speicher seconded the motion and the motion carried.
- Motion:
- 1970 Budget: Mr. Paul Speicher made a motion that Resolution No. 33, recommending that the County Library Budget as attached to the resolution requiring an estimated tax levy of .265 mills from the County Library taxing area, be approved. Mr. Stevens seconded the motion and the motion carried.
- Motion:
- Bookmobile Miss Biller announced that delivery of the mobile library might be further delayed because of the damaging storms in Ohio. She explained that after discussion with the Assistant Budget Director it appeared desirable to include the cost of the Mobile Library in next year's budget as a balance brought forward together with a line item designated Bookmobile in case the unit could not be delivered and paid for this year. She requested permission to make similar changes in the budget, with the approval of the Budget Office, if necessary. Mr. Speicher made a motion authorizing the Director to initiate changes in the
- Payment:
- Motion:

recommended budget which appeared desirable because budget items for this year might be encumbered but not expended and have to be paid out of next year's budget. This would involve an increase in the estimated balance brought forward equal to an increase in a budget item which could not be expended this year. Mr. Gildan seconded the motion and the motion carried.

Tri-Community
Public Library
opening:

Miss Biller announced that the Tri-Community Library Association would like to have the formal opening on Thursday, September 11, 1969, late in the afternoon.

NEW BUSINESS:

Library Insurance:
Motion:

Mr. Gildan made a motion that Resolution No. 34, recommending to the Board of County Commissioners that immediate steps be taken to provide adequate insurance coverage for the Library, be adopted. Mrs. Peirce seconded the motion. Discussion followed and suggestions for revisions were made. Mr. Gildan and Mrs. Peirce withdrew the original motion. Upon completion of the changes in the resolution, Mr. Gildan moved the adoption of Resolution 34. Mrs. Peirce seconded the motion and the motion carried.

Change in Rule:
Motion:

Mr. Gildan made a motion that Resolution No. 35, recommending to the Board of County Commissioners that the provision for the charge to be made for lost or damaged books be changed to read as follows:

"3. A charge for a lost or damaged book equal to the replacement price of the book to the County as determined by the County Library Director. A damaged book may be retained by the person paying for it."

Mrs. Rush seconded the motion and the motion carried.

A.L.A. REPORT:

The Library Director gave a brief report on the annual conference of the American Library Association which she had attended in Atlantic City.

ADJOURNMENT:

The meeting adjourned at 10:00 P.M. upon motion of Mr. Speicher.

Mrs. Helen K. White
Mrs. Helen K. White, Clerk to the Board

P. O. Box 183
Delray Beach, Fla.
August 8, 1969

Mr. Herbert L. Gildan
Room 1015, Harvey Bldg.
West Palm Beach, Fla. 33401

Dear Herb:

It has been quite some time since I have bothered you with any County Library business. I am sure you are grateful for that since I know that you are very busy but more important perhaps is the fact that things are falling into place little by little. I do, however, have one matter on which I would very much appreciate your opinion.

As you know, we did not include anything in our budget last year to pay the fees to the Tax Assessor and Tax Collector. We did not know that such a fee would be expected of us until I received that first bill from Mr. Maxwell about December 1st. Nothing has been paid yet this year unless the payment has been made in the last couple of days. Florence was finally successful in finding out early this week how this fee is calculated. It is on a graduated scale with a somewhat complex formula. The fee is 3% on the first amount, 2% on the next, etc. The Assessor is paid on the basis on the full amount assessed; the Collector on the amount collected, as I understand it. We will have to pay about \$9,000. this year and something over \$10,000. next year.

Since we are not a taxing district in the usual sense; i.e., a taxing district; but rather a taxing area with full responsibility being in the hands of the County Commission, I am wondering if we should not pursue this a little further. This is money which could mean a very great deal by way of library service if we could avoid the payment of it or if we could negotiate the amount and get it reduced. One of the most difficult and frustrating things Florence has had to deal with, I think, is trying to get across to people that we are not a taxing district in the usual sense but rather a taxing area.

If a fee must be paid for these services, I would certainly rather have it come out of our budget than be absorbed by the County Commission if they have to pay the fee and that should turn out to be the alternative. I do not think they would agree to such a thing and I would not suggest it. If they do not pay the fee, then we might have a strong talking point.

I would appreciate your thoughts on this since if there is any chance for us to do anything about this, we will have to act rather quickly in view of the fact that we are getting very close to the end of a fiscal year and it is budget time!

Sincerely,

Florence Miller

Inter-Office Communication

PALM BEACH COUNTY

TO Mr. Herbert Gildan, Vice Chairman **DATE** August 12, 1969
FROM Miss Florence E. Biller. **FILE**
RE Tax Assessor's and Collector's fees

I have the copy of Ingrid's letter about this and I have checked it out with the Accounting Department. They tell me fees are paid on all taxes assessed and collected, including the General Fund. The reason our fees are not paid out of the General Fund is because our tax is not County-wide. It wasn't in our budget originally because Joe Steelman thought it should come out of the General Fund.

Ingrid wanted me to pass this information on to you. Perhaps you can find a cheaper way out for us. Next year we will pay about \$10,000. I have been told that the fee is on a graduated scale and the smaller the fund the higher the fee is proportionately.

FEB:jrl

SIGNED

Florence E. Biller
Florence E. Biller, County Library Director

*File
if needed*

PALM BEACH COUNTY LIBRARY ADVISORY BOARD

Meeting of August 20, 1969

Agenda

Call to Order

Roll Call

Minutes

Librarian's Report and Financial Report

Old Business:

1. Repair work headquarters Building - Resolution No. 36
2. Budget Hearing - assessed valuation
3. Arthur D. Little Report - September Board Meeting
4. Mobile Library
5. Tri-Community Public Library Opening
6. Federal Legislation

New Business:

1. Federal and State Grant programs

PALM BEACH COUNTY LIBRARY ADVISORY BOARD
Minutes of Meeting on August 20, 1969

CALL TO ORDER: The regular meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman, Mrs. W.E. Eckler, at 8:00 P.M. on Wednesday, August 20, 1969, at the Library Headquarters in Building S-862 Palm Beach International Airport, West Palm Beach, Florida.

PRESENT: A Quorum was duly declared with the following members in attendance: Mrs. W.E. Eckler, Chairman, Russell O. Anderson, Mrs. Alan S. Rush, Paul Speicher, Mr. Robert Stevens and Mrs. Charles Taffel. In addition to the Library Board Members, Miss Florence E. Biller, Library Director, and Mrs. Helen White, Clerk to the Board, were also present.

ABSENT: Those who did not attend the meeting were; Dr. Roger Bellows, Mrs. R.S. Douthit, Mr. Herbert L. Gildan, Mrs. Jerry Guffey, Mr. Homer Hand, Mrs. Lawrence R. Leviton, Mrs. Joseph R. Orsenigo, Mrs. Robert T.B. Peirce.

MINUTES: Mr. Robert Stevens made a motion that the minutes be accepted as received.
Motion: Mrs. Taffel seconded the motion and the motion carried.

LIBRARIAN'S REPORT: The Library Director's monthly report and the financial report were discussed.

OLD BUSINESS:

HEADQUARTERS BUILDING MOTION: Mrs. Rush made the motion that Resolution #36, recommending that the duct work in the County Library Headquarters Building be insulated in order to eliminate the water dripping on books, materials and equipment, and staff, be approved. Mr. Anderson seconded the motion and the motion carried unanimously.

BUDGET HEARING: Miss Biller announced that the budget review for the County Library would be held on Monday, August 25, 1969, at 10:00 A.M.. Plans for attendance by members of the Board were made in case any questions about the budget should arise.

ARTHUR D. LITTLE REPORT: Motion: Mr. Stevens made a motion that the regular meeting for September be changed from September 17, 1969, to September 24, 1969, at 7:30 P.M. in order to accommodate a conflict of meetings. The motion was seconded by Mrs. Rush and carried unanimously. It was decided to change the time from 8:00 o'clock to 7:30 in order to allow ample time to discuss the preliminary report with the representatives from the Arthur D. Little Company.

MOBILE LIBRARY: A discussion was held regarding the dedication of the Mobile Library. It was decided that the ribbon-cutting should be held on whatever date would be most feasible in accordance with the arrival of the unit. Miss Biller was to make preliminary arrangements in order that the people most closely involved would set the time aside.

Minutes of Meeting on August 20, 1969 - Continued

1 COMMUNITY
PUBLIC
LIBRARY OPENING:

Miss Biller announced that the Tri-Community Public Library opening would be held on September 25, 1969, at 4:00 P.M.. She explained about the invitations that would be mailed out, and Mrs. Eckler encouraged everyone to try to attend.

FEDERAL
LEGISLATION:

Mrs. Eckler and Miss Biller reported on correspondence they had received from Florida members of Congress regarding the Library Services and Construction Act Funds. Miss Biller also reported that she had had word of the status of this legislation from the Florida State Library. Everyone was asked to write to their Senators to encourage the full appropriation for this program.

NEW BUSINESS:

FEDERAL AND
STATE GRANT
PROGRAMS:

A discussion was held with regard to the suggestions presented by the Director for the use of State and Federal Grants should they be available during the 1969-1970 fiscal year. She explained that she had been advised that any Federal Funds that would be available would be greatly delayed, but that applications would probably be required by October 1, 1969, as usual.

It was agreed that a preliminary program would be presented at the next meeting, with a price tag attached to it.

ADJOURNMENT:

The meeting adjourned at 10:00 P.M. upon motion of Mrs. Taffel.

Mrs. Helen K. White

Mrs. Helen K. White, Clerk to the Board

PALM BEACH COUNTY LIBRARY ADVISORY BOARD

Meeting of September 23, 1969

Agenda

Call to Order

Roll Call

Minutes

Financial Report

Old Business:

1. Budget
2. State and Federal Aid
3. Report of Arthur D. Little representatives.

PALM BEACH COUNTY LIBRARY ADVISORY BOARD
Minutes of Meeting on September 23, 1969

CALL TO ORDER: The regular meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman, Mrs. W.E. Eckler, at 7:30 P.M. on Tuesday, September 23, 1969, at the Library Headquarters in Building S-862 Palm Beach International Airport, West Palm Beach, Florida.

PRESENT: A Quorum was duly declared with the following members in attendance: Mrs. W.E. Eckler, Chairman, Mr. Herbert L. Gildan, Mr. Homer Hand, Mrs. Lawrence R. Leviton, Mrs. Joseph R. Orsenigo, Mrs. Alan S. Rush, Mr. Paul Speicher, and Mrs. Charles Taffel. In addition to the Library Board Members, Miss Florence E. Biller, Library Director, and Mr. Walter Curley and Miss Mary Heneghan, of the Arthur D. Little Company, were present.

ABSENT: Those who did not attend the meeting were: Mr. Russell O. Anderson, Dr. Roger Bellows, Mrs. R.S. Douthit, Mrs. Jerry Guffey, Mrs. Robert T.B. Peirce, and Mr. Robert Stevens.

MINUTES: The Chairman announced that Mrs. White would no longer be serving as Motion the Clerk to the Board, and that for the present Miss Biller would take the minutes and serve in this capacity.

Mr. Speicher made a motion that the minutes be accepted as received. Mrs. Orsenigo seconded the motion and the motion carried.

LIBRARIAN'S REPORT: Miss Biller reported that due to the press of other matters, her monthly report was not available. She did report, however, on the plans for the opening of the Tri-Community Library in Tequesta on September 25, 1969, and the dedication of the Mobile Library on September 30, 1969. She reported that the Mobile Library had arrived.

A Financial Report for the month was distributed.

OLD BUSINESS BUDGET: A report on the status of the Library Budget was made by the various Board Members who had attended the Budget Review and the two meetings regarding the problem of the aggregate millage exceeding ten mills in the hospital districts in the Glades area. Miss Biller reported that she had gone over the budget with the Assistant Budget Officer and she recommended to the Library Board the approval of Resolution #37 which approved a Library Millage of .243 which would mean a drop in the total budget of \$20,955.00, leaving a budget of \$281,351.00.


Mrs. Leviton moved the adoption of Resolution #37. Mrs. Rush seconded the motion and the motion carried.

Mrs. Eckler announced that the public hearing on the budget would be held in the Commissioners' Room at 2:00 P.M. on September 25, 1969 and that she would attend.

STATE AND FEDERAL AID: Miss Biller advised that in the interest of meeting a deadline the Board of County Commissioners had approved applications for State and Federal Aid subject to the approval of the County Library Advisory Board. Resolution #38 recommending that the applications be submitted was presented. Mrs. Taffel moved the adoption of Resolution #38. Mrs. Rush seconded the motion and the motion carried.

ARTHUR D. LITTLE REPORT: Mr. Walter Curley and Miss Mary Heneghan of the Arthur D. Little Company reviewed in some detail their preliminary report on the study of the County Library System and their proposed recommendations for future development. The final written report will be delivered in October.

ADJOURNMENT: The meeting adjourned at 10:45 P.M.


FLORENCE E. BILLER, Clerk to the Board

DEDICATION CEREMONIES

TRI-COMMUNITY PUBLIC LIBRARY

**Thursday, September 25, 1969 - 4 p.m.
Tequesta Village Hall**

Presiding	T. E. Clemmons
Invocation	Rev. Thomas L. Harrington
The Community Story	Mrs. H. W. Schull
The County Program	Mrs. W. E. Eckler
Community-County Cooperation	Commissioner Robert F. Culpepper
Address	Senator Jerry Thomas

*"The half of knowledge is to know
where to find knowledge."*

(Adjournment to Library)

Cutting Ribbon	Mayors: Robert Sylvester Thomas R. Carlson Robert J. Nichols
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OPEN HOUSE

PALM BEACH COUNTY LIBRARY ADVISORY BOARD
Minutes of Meeting on October 15, 1969

CA 0 ORDER: The regular meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman, Mrs. W.E. Eckler, at 8:00 P.M. on Wednesday, October 15, 1969, at the Library Headquarters in Building S-862 Palm Beach International Airport, West Palm Beach, Florida.

Prior to the call to order, members had an opportunity to inspect the new Mobile Library, and Mr. Wilson, the Bookmobile Librarian, explained briefly about the program and progress of the Mobile Library use to date.

PRESENT: A Quorum was duly declared with the following members in attendance: Mrs. W.E. Eckler, Chairman, Mr. Russell O. Anderson, Dr. Clarence L. Crawford, Mr. Homer Hand, Mrs. Shirley Kohl, Mrs. Joseph R. Orsenigo, Mrs. Alan S. Rush, Mr. Paul Speicher, and Mrs. Charles Taffel. In addition to the Library Board Members, Miss Florence E. Biller, Library Director, was also present.

Mrs. Eckler introduced the two new members, Dr. Crawford from District #4, and Mrs. Kohl from District #3.

ABSENT: Those who did not attend the meeting were: Mr. Herbert L. Gildan, Mrs. Jerry Guffey, and Mr. Robert Stevens.

MINUTES: There being no corrections to the minutes, the Chairman declared the minutes accepted as received.

LIBRARIAN'S REPORT: The Librarian's report, which covered in brief the progress of the year, and the financial report for the end of the year, were discussed. Miss Biller pointed out that sufficient funds had been encumbered to comply with the requirements of the State and Federal Grants which the library had received.

OLD BUSINESS: The problems involved in purchasing library materials were discussed.

PURCHASING: Mrs. Taffel moved the adoption of Resolution #39 to alleviate these problems. Mr. Anderson seconded the motion and the motion carried.

PETTY CASH FUND: Mr. Speicher moved the adoption of Resolution #40 recommending an increase in the maximum which could be spent for any one item out of the petty cash fund be raised from \$5 to \$10. Mrs. Rush seconded the motion and the motion carried.

NEW BUSINESS: Mrs. Leviton made a motion that Resolution #41 recommending to the Board of County Commissioners that steps be taken to amend Florida Statutes, Section 150, to remove the one-mill library tax from the ten-mill limitation. Mrs. Rush seconded the motion and the motion carried.

TEN MILL LIMIT:

ELECTION OF OFFICERS: The Chairman announced that as the October meeting was the meeting at which election of officers was held, she would entertain nominations for the chairmanship.

Dr. Crawford nominated Mrs. Eckler for reelection as chairman of the Board. Mr. Hand seconded the nomination. A motion was made closing the nominations, and Mrs. Eckler was unanimously reelected.

Mr. Speicher nominated Mr. Gildan for reelection as Vice-Chairman and Mrs. Orsenigo seconded the nomination. Mr. Hand moved that the nominations be closed, and Mr. Gildan was unanimously reelected.

Mrs. Taffel nominated Mrs. Leviton as Secretary. Dr. Crawford made a motion that the nominations be closed and a unanimous ballot be cast. The motion carried.

ADJOURNMENT: The meeting adjourned at 9:15 P.M.


FLORENCE E. BILLER, Clerk to the Board

Inter-Office Communication

PALM BEACH COUNTY

TO Palm Beach County Library DATE 21 October 1969
Advisory Board
FROM Jack Dean, County Administrator FILE
RE Library Board Resolutions #39, #40, #41

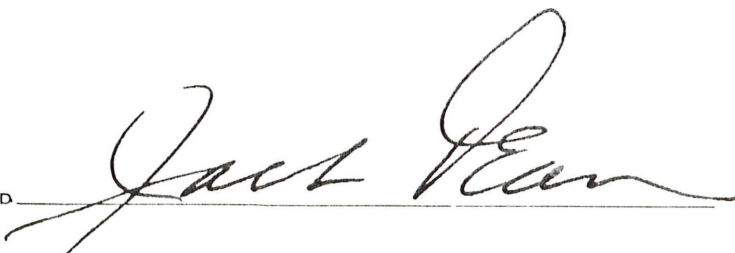
At their Administrative meeting of October 20, the Board directed the writer to submit Resolution #39 for official action at the Board meeting of October 21. This concerns the request for authorization for the Library Director to sign all purchase orders in the same manner as was previously authorized for book purchases and rentals.

In regard to Resolution #40, it is recommended that the petty cash fund be increased to \$50.00, with the limit of any one expenditure to be raised to \$10.00. While the increase in the petty cash fund was not requested, it was recommended that this be granted if the Library Board deems it necessary. It would appear that expenditures of \$10.00 would deplete the \$25.00 fund very quickly and would make it practically useless. Therefore, it was recommended that this be increased.

This will acknowledge receipt of Resolution #41. However, no further action will be taken by the Board on this Resolution at this time. The Library Board will be advised of any further action on this Resolution at some future date.

JD:r
cc: Miss Biller
cc: County Commission

SIGNED

A handwritten signature in dark ink, appearing to read "Jack Dean", is written over a horizontal line. The signature is fluid and cursive.

Inter-Office Communication

PALM BEACH COUNTY

TO Mr. W. F. Gaylor, Chairman, Board of County Commissioners
Mr. Jack Dean, County Administrator
FROM Florence E. Siller, Library Director FILE
RE Library Board Resolution #41. DATE October 21, 1959

Mrs. Siller and I thought it might be helpful in clarifying Resolution #41 if you had the attached copies of Fla. Statutes, Chap. 150, and the Resolution passed by the Board of County Commissioners establishing the County Library Program. Since the tax levy permissible for County Library purposes is already one mill, there was no intention to change the millage but rather a recommendation that the library millage be protected from again being reduced because of the 10-mill limitation as it was this year.

I have underlined the pertinent part of Resolution #41, also attached. Mrs. Siller or I will be happy to answer any questions you might have.

c/c Mr. Harry Bohman, Special Assistant
Mrs. W. F. Siller, Chairman, Library Board

Attachments.

SIGNED _____

County Library Director

PALM BEACH COUNTY LIBRARY ADVISORY BOARD

Meeting of November 19, 1969

Agenda

Call to Order

Roll Call

Minutes

Librarian's Report

Financial Report

Old Business:

1. Petty Cash

New Business:

1. Transfer of funds for salaries
2. Disposition of books and other library materials
3. Eligibility for Federal aid

PALM BEACH COUNTY LIBRARY ADVISORY BOARD
Minutes of Meeting on November 19, 1969

CA TO ORDER: The regular meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman, Mrs. W.E. Eckler, at 8:00 P.M. on Wednesday, November 19, 1969, at the Library Headquarters in Building S-862 Palm Beach International Airport, West Palm Beach, Florida.

PRESENT: A Quorum was duly declared with the following members in attendance; Mrs. W.E. Eckler, Chairman, Dr. Clarence L. Crawford, Mr. Herbert L. Gildan, Mrs. Shirley Kohl, Mrs. Lawrence R. Leviton, Mrs. Alan S. Rush, Mr. Paul Speicher, and Mrs. Charles Taffel. In addition to the Library Board Members, Miss Florence E. Biller, Library Director, also was present.

ABSENT: Those who did not attend the meeting were: Mr. Russell O. Anderson, Mrs. Jerry Guffey, Mr. Homer Hand, Mrs. Joseph R. Orsenigo, Mr. Robert Stevens.

MINUTES: The minutes were accepted as received except for a correction to add the name of Mrs. Lawrence R. Leviton, which had been inadvertently omitted, to the list of those in attendance.

LIBRARIAN'S REPORT: The Library Director's report was read and discussed. The chairman reported, in connection with Resolution #41 regarding the Library Board's recommendation that the Library millage be removed from the 10 mill tax limitation, that she had talked with the Chairman of the Board of County Commissioners and had been advised that the present plans were to try to initiate action to have the hospital districts removed from the 10 mill limit in order to ease the situation for the county general fund and the library fund.

The financial report was also discussed.

OLD BUSINESS: Mrs. Leviton made a motion that Resolution #42, concurring in the increase of the petty cash fund from \$25 to \$50, be approved. Mr. Gildan seconded the motion and the motion carried.

PETTY CASH:

NEW BUSINESS: Mrs. Rush made a motion that Resolution #43, recommending a transfer of \$2,000 from the reserve for contingencies to the salary fund, be approved. Mrs. Kohl seconded the motion and the motion carried.

TRANSFER OF FUNDS:

DISPOSITION OF BOOKS: Mr. Gildan made a motion that Resolution #44, recommending the adoption by the Board of County Commissioners of a policy statement regarding the disposition of books and other library material, be approved. Mrs. Rush seconded the motion and the motion carried.

PROCESSING CENTER: Mr. Speicher made a motion that Resolution #45, recommending to the Board of County Commissioners the execution of the contract with the State Library Processing Center for the year 1969-1970, be approved. Dr. Crawford seconded the motion and the motion carried.

LEGISLATION: Following a discussion on the proposed legislation to alleviate the situation which results from the fact that the tax aggregate levies in the county exceed the 10 mill limit and the library budget had to be reduced as a result, Mr. Gildan made a motion that the Chairman of the Advisory Board appear before the Legislative Clinic in favor of the proposed legislation to remove hospital districts from the ten mill cap.

RESOLUTIONS: Following a discussion of the usual procedures for handling library Advisory Board Resolutions carrying the recommendations of the Library Advisory Board action to the Board of County Commissioners, Mrs. Leviton made a motion that all resolutions, regardless of content, passed by the Library Advisory Board be sent to the Board of County commissioners through the chairman of the Board of County Commissioners, as well as to the County Administrator.

FEDERAL AID: The Florida State plan for the use of Federal Library Services and Construction Act Funds was discussed. Mr. Gildan made a motion that Palm Beach County Library Advisory Board register its belief in a policy under which the Florida State Plan Would include conceptually and programwise the cooperative library system concept such as exists in Palm Beach County, and that the County Library Director write to the acting State Librarian on behalf of this policy. Mr. Speicher seconded the motion and the motion carried.

ADJOURNMENT: The meeting adjourned at 9:45 P.M.



FLORENCE E. BILLER, Clerk to the Board

PALM BEACH COUNTY LIBRARY ADVISORY BOARD

Meeting of December 17, 1969

Agenda

Call to Order

Roll Call

Minutes

Library Director's Report

Financial Report

Old Business:

1. Receipt of State Aid - Resolution No.46
2. Agreement for Federal Aid - Resolution No.47
3. Arthur D. Little report

New Business:

1. State Library Advisory Council Membership
2. Formation of taxing area, including municipalities

PALM BEACH COUNTY LIBRARY ADVISORY BOARD
Minutes of Meeting on December 17, 1969

ORDER: The regular meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman, Mrs. W.E. Eckler, at 8:00 P.M. on Wednesday, December 17, 1969, at the Library Headquarters in Building S-862 Palm Beach International Airport, West Palm Beach, Florida.

PRESENT: A Quorum was duly declared with the following members in attendance: Mrs. W.E. Eckler, Chairman, Dr. Clarence L. Crawford, Mr. Herbert L. Gildan, Mrs. Lawrence R. Leviton, Mrs. Joseph R. Orsenigo, Mrs. Alan S. Rush, Mr. Paul Speicher. In addition to the Library Board Members, Miss Florence E. Biller, Library Director, also was present.

ABSENT: Those who did not attend the meeting were: Mr. Russell O. Anderson, Mrs. Jerry Guffey, Mr. Homer Hand, Mrs. Shirley Kohl, Mr. Robert Stevens, Mrs. Charles Taffel.

MINUTES: Mr. Gildan made a motion that the minutes be amended by adding the following words: "Dr. Crawford seconded the motion and the motion carried unanimously." at the end of the paragraph on resolutions, and be adopted as otherwise received. The motion carried.

The Librarian's report and the financial reports were read and discussed.

OLD BUSINESS: Mr. Gildan made a motion that Resolution #46 regarding the receipt of State Aid, its addition to the Library Budget, and the allocation of the funds to salaries be approved. Mrs. Rush seconded the motion. Following some discussion Mrs. Rush and Mr. Gildan withdrew their motions and Mr. Gildan moved the adoption of a rewritten Resolution #46. Mrs. Rush seconded the motion and the motion carried.

FEDERAL AID: Miss Biller explained the situation with regard to the reduced grant for Federal Aid because of limited Federal funds. She advised that hopefully the total grant would be available before the end of the fiscal year, but that a new agreement had been received from the State Library to be executed to cover a Federal Aid grant in the amount of \$33,320. Dr. Crawford moved that Resolution #47, recommending to the Board of County Commissioners that the agreement with the State covering the Federal Aid be executed, be adopted. Mr. Gildan seconded the motion and the motion carried.

ARTHUR D. LITTLE REPORT: Miss Biller reported that three copies of the Arthur D. Little report had been recieved by airmail and that the remaining copies were enroute. She also reported that Mary Heneghan of the Arthur D. Little Company had offered to meet with the librarians in the County in connection with this report.

The working paper that is to be prepared on computer applications to the library has not been received.

NEW BUSINESS: Miss Biller reported that she understood that there were three vacancies on the Florida State Library Advisory Council. After some discussion Dr. Crawford recommended that a letter be sent to the governor recommending Mrs. Eckler as a member of the council. Mr. Gildan seconded the motion and the motion carried.

TAXING AREA: The problems of having to write annually to the various municipalities in the taxing area to establish their current status with regard to levying a property tax within their own municipalities for library purposes was discussed. The possiblity of simplifying this in the future with some action that would make it unnecessary to write annually was explained by Mr. Gildan and will be looked into further at some future date.

ADJOURNMENT: The meeting adjourned at 9:30 P.M.


FLORENCE E. BILLER, Clerk to the Board